

**To:** CN=Laurel Michael/OU=R10/O=USEPA/C=US@EPA[]  
**Cc:** []  
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**From:** CN=Phil North/OU=R10/O=USEPA/C=US  
**Sent:** Tue 12/21/2010 1:34:00 AM  
**Subject:** Notes library set up

Hi Laurel,  
I called the national web portal number and they suggested I call you.

I am leading a team of EPA staff, SEE employees and contractors working on developing an assessment of threats to salmon resources in Bristol Bay, Alaska. We would like to have a place where we can all have access to documents we are using, as well as drafts of our writing. Michael Szerlog suggested a Lotus Notes document library.

The two SEE employees will be with me at the Kenai River Center, though they will also work from home fairly extensively. The contractor is at the University of Alaska, Anchorage. Heather Dean in AOO is also on this team.

Can we do this? Are you the right person to talk with? What is the next step in setting something like this up?

Thanks,

Phil

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